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24 September 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 38
20 - 24 September 1971

[Handwritten signature]

1. We have two students attending the DIS Information Science Center's Survey of Intelligence Information Systems Course, which began Monday: [] IRS, and [] NPIC. Our quota was six.

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2. [] GS-14, OCI, has been enrolled in the two-week DODCI Intermediate Executive Course, which begins 27 September. We have also received a request to

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3. Three Agency employees will be attending the Defense Nuclear Agency's Nuclear Weapons Capabilities and Design Course at the Sandia Base, beginning 27 September: []

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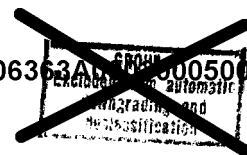
[] FMSAC; [] OSI; and [] J. [] OSR. [] FMSAC, and [] NPIC, will attend SAC's Ballistic Missile Staff Course, Vandenberg AFB, beginning 27 September.

4. More research paper titles have been submitted for clearances:

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a. [] FE, National War College --
"The Soviet Union on the Southern Flank of China: A Study of Soviet Activities and Intentions in Malaysia and Singapore."

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b. [] OSR, Armed Forces Staff College -- "To Determine the Capabilities of the C-8 Buffalo STOL Transport to provide Logistical Support to Small Units in a Hostile Environment in Unimproved Areas Where Lines of Communication Have Not Been Established."

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5. On Thursday evening, 16 September, [] presented a briefing on "Selecting a College and Financing a College Education" to 30 employees and wives from the Office of Communications at Headquarters.

On 23 September another briefing was given to 25 employees at TSD during working hours.

Two briefings are scheduled at NPIC to accommodate the number of interested people -- one is on Saturday morning, 2 October, and the other, Monday evening, 4 October.

6. Headquarters Employees Bulletin No. 284 on The Academic Counseling Service was distributed on 16 September. As a result, Ruth has talked with 39 employees on the phone and has six appointments for next week. The telephone questions asked relate to college selection, financing a college education, developing a full-year curriculum with a view to sponsorship or a year's leave of absence, selecting courses to build competence in the present job, finding courses to build a basis for a career after retirement, and building a course of part-time study for self-improvement.

7. The Office of Logistics has requested that we enroll an employee in a Contract Law Course, and two others in a Contract Administration Course at Wright-Patterson AFB, Dayton, Ohio. The Registrar at Wright-Patterson told AIR that these two courses are heavily subscribed; there are no spaces available before November, and it is too early to tell about the latter. These courses are controlled by quotas, but if we send the proper forms requesting spaces on an availability basis, our requests will be accommodated, even if there is a last-minute cancellation. When the AF Registrar learned our flexibility (few days' notice) in releasing employees for this type of training, which OL needs so urgently, she indicated she would probably give us "first crack" at extra spaces.

8. "Random sampling" of external requests received this week: Effective Data Systems Development, Barnett Data Systems; Standards in Program Development, Control Data Corp.; Basic SIGINT Technology and Signal Analysis, National

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Security Agency; Introduction to Computer Simulation of Discrete Stochastic Systems, Association for Computer Machinery; Demonstration Workshop in Videotape Techniques, Civil Service Commission; 28th Annual Audio-Visual Institute for Effective Communications, American Society for Training and Development; Radar Meteorology, Technology Service Corporation; 6th Conference on Government Construction Contacts, George Washington University/Federal Publications, Inc.; Developing and Installing Standards of Managerial Performance, USDA Graduate School; The Future, USDA Special Programs Department; Proficiency Flights, Southland Helicopters, Hughes Service Center, Long Beach, California; DNA's Nuclear Weapons Orientation, Sandia Base; and dozens of requests for part time academic courses at local universities. All Directorates are represented in this routine variety of requests.

9. The next National Interdepartmental Seminar (NIS) begins on 1 November. To date we have three nominees:

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[REDACTED]

10. We have been asked to nominate Mr. [REDACTED] GS-17, Special Assistant to the Director of OSI, for the next Defense Nuclear Agency's National Nuclear Weapons Capabilities and Design Course which will be conducted at the Sandia Base from 15 - 19 November 1971. We have a very small quota in each running of this course and must provide detailed job descriptions to DNA specifically relating the nominee's job responsibilities with the field of nuclear weapons design.

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11. In our review of AIR's varied responsibilities and procedures, we are sending a form memorandum to all Agency Training Officers and other interested offices asking that they again review requirements for copies of OTR publications, e.g., Newsletters, Special Bulletins, and the like. We are asking them to request only the minimum number actually required. In addition, we are asking that they aid us in our job of disseminating the many external course announcements which are received in AIR, from Government and non-Government facilities, both local and throughout the country. In this way, perhaps we can have a clearer idea of what is actually needed by the components and thereby streamline our dissemination list.

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12. Dean Harold Van Gorder, Assistant Director of Harvard's Advanced Management Program, called this week to ask whether CIA would have a nominee for the AMP winter session. We told Dean Van Gorder to expect papers on [] [] (GS-16, OS) as soon as necessary approvals are received.

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13. Even though the fall semester is now in full swing at local universities, we are still receiving requests for full-time academic training! The DDI/STO called to alert us to another request for sponsorship, which [] A/DDI, approved on 20 September. [], IAS, will take undergraduate courses in Management/Business Administration at the University of Maryland. Mr. [] is eligible for Veterans benefits and the only cost to the Agency for this training will be his salary. He has been attending the University in the evenings for the past several years without Agency sponsorship.

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14. An administrative briefing was given to Ronald L. [] OBGI, who will attend the "Management of Natural Resources" Seminar, being conducted at the Civil Service Commissions Executive Seminar Center in Oak Ridge, Tennessee. The two-week course begins Monday.

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15. An Instructor Training Workshop (ITW) was conducted [] 8 - 16 September for recently assigned instructors in the Basic Operations Course. Each of the three student-instructor presentations were video-taped and each participant had the opportunity to view and critique his own performance prior to his next presentation.

16. At the request of [] the Employees Activities Coordinator, a briefing was given at Headquarters on 24 September to a group of EAA after hours instructors by ITB. The purpose of the briefing was to explain and demonstrate the contents of the Briefing Techniques Workshop.

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17. [] has been in the hospital all week. He is scheduled for a gall bladder operation sometime next week.

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18. [] has joined the Audio Aids Branch for the next six months. He temporarily replaces [] who will be doing lighter duty in the LS Lab. We appreciate the quick response of LS to our need for an able bodied technician.

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19. Video Engineering plans to complete the sound system installation by 8 October. Audio Aids Branch will put in overtime weekends and evenings to assist.

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